



GAUHATI UNIVERSITY : GUWAHATI - 14 : ASSAM

APPLICATION FORMAT FOR TEACHING AND ADMINISTRATIVE POSTS

(Direct Recruitment)

NB: a) For Teaching posts, the whole application including the Part-B on Academic Performance Indicators need to be filled in.

b) For Administrative posts, the Part-B on Academic Performance Indicators need not be filled in.

c) Incomplete Applications, Applications without the application fees or without the signature are likely to be rejected.

PART-A : GENERAL INFORMATION

a. ADVERTISEMENT NO. & DATE : POST NO. :

b. NAME OF THE POST APPLIED FOR :

c. SPECIALISATION APPLIED FOR:

d. DEPARTMENT/ CENTRE/ OFFICE APPLIED FOR :

e. CATEGORY APPLIED FOR (PLEASE TICK) :

(attested copy of certificate to be submitted, except for UR)

| UR | SC | ST | OBC | PWD | EX-SER |
|----|----|----|-----|-----|--------|
| | | | | | |

f. Details of fees paid and enclosed : Demand Draft /University Challan No.

Amount : Rs. Date : Bank : Branch :

1. Name in full (in block capital letters) :

2. Father's name :

3. Permanent Address :

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PIN : Contact phone no.

4. Address for communication :

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PIN : Contact phone no.

Email id :

5. Date of birth in Christian era :

6. Age on the date of application (that is :) :

7. Nationality :

8. Religion :

9. Sex :

10. Category (SC/ST/OBC/ PWD/EX-SER) (Pl. attach copy of certificate):

11. Details of Academic Qualifications (Please enclose attested photocopies) :

| Exam. passed | Year of passing | Division/ Class | Percentage of marks | Name of the Board/ University | Rank and Remark, if any |
|-------------------------------|-----------------|-----------------|---------------------|-------------------------------|-------------------------|
| Matriculation/ HSLC | | | | | |
| PU/ HSSLC | | | | | |
| B.A/ B.Sc/ B.Com & equivalent | | | | | |
| M.A/ M.Sc/ M.Com & equivalent | | | | | |
| M.Phil | | | | | |
| Ph.D | | | | | |
| Others (Please specify) | | | | | |

12. Particulars of NET/SLET/GATE etc (Pl. enclose photocopies) :

| Name of the Test | Name of the organization | Month and Year | Roll No. | Subject | Score, where applicable |
|------------------|--------------------------|----------------|----------|---------|-------------------------|
| | | | | | |

13. Subject in Master's degree :

14. Field of specialization in Master's degree :

15. Title of the Ph. D thesis :

.....

16. Name and address of the Ph.D guide :

.....

PIN : **Contact phone no. :**

Email id :

17. Length of teaching experiences at UG level : years months

18. Length of teaching experiences at PG level : years.....months

19. Length of administrative services : years months

20. Length of research experiences : years months

21. Length of research guidance at doctoral level experiences : yearsmonths

22. No. of Ph.D students presently guiding :

23. No. of Ph.D students finally registered for Ph. D degree :

24. No. of students awarded Ph.D degree :

25. Total nos. of Seminar/Conferences attended: International

National **Regional/Local /Others**

26. No. of research papers presented in Seminar/Conferences (please enclose list giving title of the paper, authors, whether oral or poster, names of the seminar/ conference, dates, venue and country) : International National Regional/Local/Others

**27. Details of past services in Teaching and Administrative posts in Colleges and Universities/
Institutions/National Laboratories/CSIR/ICAR/UGC/ etc (Pl. enclose supporting documents):**

| Name of the post held | Name of the Institution | Length of services : | Scale of pay /Pay band/ band pay/ AGP/ GP as applicable | Temporary/ Permanent/ Ad-hoc etc | Nature of duties | Remark, if any |
|------------------------------|--------------------------------|-----------------------------|--|---|-------------------------|-----------------------|
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28. Names of Seminar/ Summer Institute/Refresher's Courses/ Symposia attended (Pl. attach additional sheet, if required) :

| Sl. no | Name of the Seminar etc | Date | Venue | Paper presented (yes/No) or not | Sponsored by |
|---------------|--------------------------------|-------------|--------------|--|---------------------|
| | | | | | |

29. List of Research publications (Pl. attach additional sheet, if required) :

| Sl. No | Title of the Research Paper published | Year of publication, Vol. & No. | Name of the journal | National / International |
|---------------|--|--|----------------------------|---------------------------------|
| | | | | |

30. Present position held with date :

31. Present Pay Band, Band Pay and AGP/GP :

32. Effective date of present Pay Band, Band Pay and AGP/GP :

33. Name of the employer, with address :

.....
PIN : Contact phone no. Email id :

34. Names of two referees not related to the applicant :

a)

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PIN : Contact phone no. Email id :

b)

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PIN : Contact phone no. Email id :

35. Any Additional information, the candidate wishes to provide, if any (Pl. attach additional sheet, if required) :

36. Declaration :

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Signature of the applicant :

Date :

Name in full :

Place :

Designation / Department:

Address :

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PART- B : ACADEMIC PERFORMANCE INDICATORS

(For detailed instructions of this PBAS proforma, the candidates should refer to the UGC regulations on minimum qualifications for appointment of teacher and other academic staff in the Universities and Colleges and measures for maintenance of standards in Higher Education 2018 published vide reference No. F.NO.1-2/2017 (EC/PS) Date 16th October, 2018. Some instruction for filling up this part B to this PBAS proforma is also included at the end of this form, which may also be seen before filling up)

(A) Teaching

| Academic Year | Semester | Total Classes Assigned | Number of classes taught | Teaching=(Number of Classes Taught/Total Classes assigned)* 100% | Grade | Overall Grade |
|---------------|-----------|------------------------|--------------------------|--|-------|---------------|
| Year 1 | Odd sem. | | | | | |
| | Even Sem. | | | | | |
| Year 2 | Odd sem. | | | | | |
| | Even Sem. | | | | | |
| Year 3 | Odd sem. | | | | | |
| | Even Sem. | | | | | |
| Year 4 | Odd sem. | | | | | |
| | Even Sem. | | | | | |
| Year 5 | Odd sem. | | | | | |
| | Even Sem. | | | | | |

*Should be claimed by the applicant with supporting documents

(B) Involvement in the University Students related Activities/Research Activities *

| Academic year | Semester | Activity | Remark | Grade | Overall Grade |
|---------------|----------|--|--------|-------|---------------|
| Year 1 | | a. Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator etc. | | | |
| | | b. Examination and invigilation duties assigned or examination paper evaluation. | | | |
| | | c. Student related co-curricular, extension and field based activities such as student career counseling , study tours, student seminars and other events, cultural, sports, NCC, NSS and community services . | | | |
| | | d. Organizing seminar, workshop, conferences, college/university activities | | | |
| | | e. Evidence of actively involved in guiding Ph.D students | | | |
| | | f. Conducting minor or major research project sponsored by national or international agencies | | | |
| | | g. At least one single or joint publication in peer reviewed or UGC list of Journals. | | | |

| | | | | | |
|--------|--|--------------------|--|--|--|
| Year 2 | | As above in year 1 | | | |
| Year 3 | | As above in year 1 | | | |
| Year 4 | | As above in year 1 | | | |
| Year 5 | | As above in year 1 | | | |

*Should be claimed by the applicant with supporting documents

(C) Academic/ Research Score

1. Research Papers in Peer-reviewed or UGC Listed Journals

| Sl. No. | Sl. No. in UGC approved CARE list | Title of the paper | Name of the Journal | Volume, issue & page nos. | Year of publication | Latest impact factor | Whether you are main author/ sole author | Claimed score | Enclosure No. |
|---------|-----------------------------------|--------------------|---------------------|---------------------------|---------------------|----------------------|--|---------------|---------------|
| | | | | | | | | | |
| | | | | | | | | | |

*Impact factor to be determined as per Thompson Reuters List

2. Publications (other than research papers)

(a) (i) Books published by International Publishers

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------|----------------|---|---------------|---------------|
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(ii) Books published by National Publishers

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------|----------------|---|---------------|---------------|
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(iii) Chapters in Edited Books

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------|----------------|---|---------------|---------------|
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(iv) Editor of Books by International Publishers

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------|----------------|---|---------------|---------------|
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(v) Editor of Books by National Publishers

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------|----------------|---|---------------|---------------|
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(b) (i) Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties

| Sl. No. | Title with page Nos. | Title, editor and publisher | Year of Publication | ISBN /ISSN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|-----------------------------|---------------------|----------------|----------------|---|---------------|---------------|
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(ii) Translation of Books in Indian and Foreign Languages by Qualified Faculties

| Sl. No. | Title with page Nos. | Book Title, editor and publisher | Year of Publication | ISBN /ISSN No. | No. of authors | Whether you are main author/sole author | Claimed Score | Enclosure No. |
|---------|----------------------|----------------------------------|---------------------|----------------|----------------|---|---------------|---------------|
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3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of new and Innovative Courses and Curricula

| Sl. No. | Activity* | Claimed Score | Enclosure No. |
|--|---|---------------|---------------|
| (a) Development of Innovation Pedagogy | | | |
| | | | |
| (b) Design of New Curricula and Courses | | | |
| | | | |
| (c) MOOC s | | | |
| | (i) Development of Complete MOOC s in 4 Quadrants (4 Credit Course)(in case of MOOCs of lesser credits 05 marks/credit) | | |
| | | | |
| | (ii) MOOC s (developed in 4 quadrant) per Module/lecture | | |
| | | | |
| | (iii) Content Writer/Subject Matter Expert for Each Module of MOOCs(at least one quadrant) | | |
| | | | |
| | (iv) Course Coordinator for MOOCs (4 credit course)(in case of MOOCs os lesser credits 02 marks/credit) | | |
| | | | |
| (d) E-Content | | | |
| | (i) Development of e-Content in 4 quadrants for a complete course/e-book | | |
| | | | |
| | (ii) E- Content (Developed in 4 quadrants) per module | | |
| | | | |
| | (iii) Contribution to Development of e-content Module in Complete Course/Paper/e-book(at least one quadrant) | | |
| | | | |
| | (iv) Editor of e-content for Complete Couse/Paper/e-book | | |
| | | | |

*Each activity should be claimed by the applicant with supporting documents.

4. Research & Consultancy Activities

(a) Research Guidance

(i) Ph.D. Awarded/Thesis Submitted*

| Sl. No. | Name of the Scholar | Title of the Thesis | Awarded/Thesis Submitted | University | Month & Year | Claimed Score | Enclosure No. |
|---------|---------------------|---------------------|--------------------------|------------|--------------|---------------|---------------|
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*please submit Ph.D. Notification/Certificate of Submission

(ii) M.Phil/PG Dissertation Awarded *

| Sl. No. | Name of the Scholar | Title of the Dissertation | M.Phil/PG | University | Month & Year | Claimed Score | Enclosure No. |
|---------|---------------------|---------------------------|-----------|------------|--------------|---------------|---------------|
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*please submit M.Phil/PG dissertation Notification/Certificate of award

(b) Research Projects Completed

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. in Lakh) | Claimed Score | Enclosure No. |
|---------|-------|--------|--------|--------------------------------------|---------------|---------------|
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(c) Ongoing Research Projects

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. In Lakh) | Claimed Score | Enclosure No. |
|---------|-------|--------|--------|--------------------------------------|---------------|---------------|
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(b) Consultancy projects

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. In Lakh) | Claimed Score | Enclosure No. |
|---------|-------|--------|--------|--------------------------------------|---------------|---------------|
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5. Patents /Policy Documents/Awards/Fellowships

(a) Patents

| Sl. No. | Details of Patent | International /National | Year of Grant | Claimed Score | Enclosure No. |
|---------|-------------------|-------------------------|---------------|---------------|---------------|
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(b) Policy document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc or Central Government or State Government)

| Sl. No. | Details of Policy Document | International /National | Year | Claimed Score | Enclosure No. |
|---------|----------------------------|-------------------------|------|---------------|---------------|
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(c) Award/Fellowships

| Sl. No. | Name of the Award/Fellowship | Awarding Institute/Organization | International/National /State Level | Date Awarded | Claimed Score | Enclosure No. |
|---------|------------------------------|---------------------------------|-------------------------------------|--------------|---------------|---------------|
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6. Invited lectures/Resource Person/Paper Presentation in Seminars/Conferences/Full Paper in conference Proceedings*

| Sl. No. | Title of the lecture /paper presented | Title of Seminar / Conference, etc. | Date with year | Organised by | International (abroad or within country) / National / State /University | Claimed Score | Enclosure No. |
|---------|---------------------------------------|-------------------------------------|----------------|--------------|---|---------------|---------------|
| | | | | | | | |
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*Paper presented in Seminar/Conferences and also published as full paper in Conference Proceedings will be counted only once

Summary of Total Claimed Score by the Applicant

| Assessment period from | | | | | | | To |
|-------------------------------------|---|---|---|---|---|---------------------|----------|
| Claimed score (only from section C) | | | | | | Total claimed score | |
| 1 | 2 | 3 | 4 | 5 | 6 | | |
| | | | | | | | |

Verified Score

| Assessment period from | | | | | | | To |
|-------------------------------------|---|---|---|---|---|---------------------|----------|
| Claimed score (only from section C) | | | | | | Total claimed score | |
| 1 | 2 | 3 | 4 | 5 | 6 | | |
| | | | | | | | |

Other relevant information (Please give details of any other credential, significant contributions not mentioned earlier)

| Sl. No. | Details (Mention Year, value etc where relevant) |
|---------|---|
| | |
| | |

List of Enclosures: (Please attach, copies of certificate, sanction orders ,papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Declaration

I,hereby solemnly certify that the information provided in this application proforma is true and correct to the best of my knowledge and belief. I also confirm that I have never been convicted by any court of law or suspended/dismissed by any employer/ organization from job. I understand that If any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature/ appointment is liable to be cancelled/ terminated at any stage without assigning any reason therefor. I confirm that I shall abide by the decision(s) of the University with regard to my application/ appointment/ promotion.

Place:
Date :

Signature of the applicant
Designation

Instruction for Filling the Part B of the PBAS Proforma

Part B of the Proforma is based on the Appendix II, Table I and 2 of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and colleges and Measures for the maintenance of Standards in Higher Education, 2018 vide Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018. The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below. The self-assessment scores are subject to verification by the University, and by the screening cum verification Committee or Selection Committee as the case may be.

Table 1
Assessment Criteria and Methodology for University/College Teachers

| Sl. No | Activity | Grading Criteria |
|----------|--|--|
| A | Teaching: (Number of classes taught/total classes assigned) * 100% (Classes taught includes sessions on tutorials, laboratory and other teaching related activities) | 80% & above = GOOD Below 80% but 70% & above = Satisfactory Less than 70% = Not Satisfactory |
| B | Involvement in University/College student related activities / research activities: a. Administrative responsibility such as Head, Chairperson/ Dean/ Director/Coordinator, Warden etc. b. Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. c. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d. Organising seminars/ conferences/ workshops, other college/ university activities. e. Evidence of activity involved in guiding Ph.D students. f. Conducting minor or major research project sponsored by national or international agencies. g. At least one single or joint publication in peer reviewed or UGC list Journals. h. Administrative responsibilities such as Head, Chairperson / Dean /Director/ Coordinator, Warden etc. i. Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. j. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and Community services. k. Organising seminar/ conferences/ workshops, other college/ university activities. l. Evidence of activity involved in guiding Ph.D. students. m. Conducting minor or major research project sponsored by national or international agencies. n. At least one single or joint publication in peer reviewed or UGC list of Journals. | Involved in at least 3 activities = Good 1-2 activities = Satisfactory Not involved / undertaken any of the activities = Not-satisfactory |

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl. No. B
Satisfactory: Satisfactory in teaching and satisfactory or good in activity at Sl. No. B
Not- satisfactory: If neither good nor satisfactory in overall grading

Table 2
Methodology for University and College Teachers for Calculating Academic/research Score

| Sl. No. | Academic/Research Activity | Max. points for University and College teacher position | |
|----------|--|---|---|
| | | Faculties of Sciences / Engineering/ Agriculture/ Medical / Veterinary Sciences | Faculties of Languages / Humanities /Arts/Social Sciences/Library/Physical Education/Commerce/ Management & other related disciplines |
| 1 | Research Papers in Peer-reviewed or UGC listed Journals | 08 / publication | 10 / publication |
| 2 | Publications (other than research papers) | | |
| | (a) Books authored which are published by | | |
| | (i) International Publishers | 12 | 12 |
| | (ii) National Publishers | 10 | 10 |
| | (iii) Chapter in Edited Book | 5 | 5 |
| | (iv) Editor of Book by International Publisher | 10 | 10 |
| | (v) Editor of Book by National Publisher | 8 | 8 |
| | (b) Translation works in Indian and Foreign Languages by Qualified Faculties | | |
| | (i) Chapter of research paper | 3 | 3 |
| | (ii) Book | 8 | 8 |
| 3 | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula | | |
| | (a) Development of Innovative pedagogy | 5 | 5 |
| | (b) Design of new curricula and courses | 2 per curricula/course | 2 per curricula/course |
| | (c) MOOCs | | |
| | (i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) | 20 | 20 |
| | (ii) MOOCs (developed in 4 quadrant) per module/lecture | 5 | 5 |
| | (iii) Content write/subject matter expert for each module of MOOCs (at least on quadrant) | 2 | 2 |
| | (iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) | 8 | 8 |
| | (d) E - Content | | |
| | (i) Development of e-Content in 4 quadrants for a complete course/book | 12 | 12 |
| | (ii) E-Content (developed in 4 quadrants) per module | 5 | 5 |
| | (iii) Contribution to development of e-Content module in complete course/paper/e-book (at least one quadrant) | 2 | 2 |
| | (iv) Editor of e-Content for complete course/ paper / e-book | 10 | 10 |
| 4 | (a) Research Guidance | | |
| | (i) Ph.D. | 10 per degree awarded 5 per degree submitted | 10 per degree awarded 5 per degree submitted |
| | (ii) M.Phil./P.G. Dissertation | 2 per degree awarded | 2 per degree awarded |
| | (b) Research Projects Completed | | |
| | More than 10 lakhs | 10 | 10 |
| | Less than 10 lakhs | 5 | 5 |
| | (c) Research Project Ongoing | | |
| | More than 10 lakhs | 5 | 5 |
| | Less than 10 lakhs | 2 | 2 |
| | (d) Consultancy | 3 | 3 |
| 5 | (a) Patents | | |
| | International | 10 | 10 |
| | National | 7 | 7 |

| | | | |
|-----------|--|----|----|
| | (b) *Policy Document (Submitted to an International body/ organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government) | | |
| | International | 10 | 10 |
| | National | 7 | 7 |
| | State | 4 | 4 |
| | (c) Awards/ Fellowship | | |
| | International | 7 | 7 |
| | National | 5 | 5 |
| 6. | *Invited lectures/ Resource Person/ paper presentation in Seminars/ conferences/ full paper in Conference proceedings (Paper presented in Conference Proceedings will be counted only once) | | |
| | International (Abroad) | 7 | 7 |
| | International (Within Country) | 5 | 5 |
| | National | 3 | 3 |
| | State/ University | 2 | 2 |

The Research score of research papers would be augmented as follows:

- (i) Peer- Reviewed or UGC-Listed Journals (Impact factor to be determined as per Thomson Reuters list):
- (ii) Paper in referred journals without impact factor - 5 Points
- (iii) Paper with impact factor less than 1 - 10 Points
- (iv) Paper with impact factor between 1 and 2 - 15 Points
- (v) Paper with impact factor between 2 and 5 - 20 Points
- (vi) Paper with impact factor between 5 and 10 - 25 Points
- (vii) Paper with impact factor > 10 - 30 Points

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of 30% of the total research score of the teacher concerned.
- The research score shall be from the **minimum of three categories out of six categories.**

